

MICR Check Printing with Digital Signatures

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MICR Check Printing with Digital Signatures

Overview

Thank you for purchasing the MICR Check Printing with Digital Signatures system from TOPS Software. This function offers greater efficiency in your accounts payable operations for several reasons:

- You no longer need to change check stock between printing checks from different bank accounts.
- Check misprints can be recreated—there is no need to void entire blocks of check numbers.
- You may print checks for multiple communities consecutively without having to change the check stock in the printer.

Printing checks with the MICR check printing system is easy! Simply place the blank check stock in your printer tray, make sure the MICR toner is in place, and print checks for as many bank accounts, in as many communities as you wish. You'll get checks that look like regular preprinted checks—customized with the proper community name and bank account information.

If you have purchased the optional Digital Signature addition to MICR Check Printing, you have even greater flexibility when printing checks:

- You can print checks with the signature line completed electronically.
- You can control which signatures go with which community, and who is allowed to access individual signatures.
- You can save yourself the time of running around trying to get signatures on checks.
- You can save your associations the costs of late fees, interest accrual, cutoff fees, and reconnection fees that were accrued due to a board member delay in signing checks for bill payments.

MICR Check Printing with Digital Signatures

Ordering Supplies

TOPS Software provides you with the AP MICR Check Printing program and the MICR fonts to work with TOPS Professional™ on your computer system. However, you will need some supplies to begin using the MICR Check Printing system. They are:

- Magnetic Toner* – A cartridge compatible with your laser or ink jet printer.
- Blank Check Stock** – Available in different colors.

The supplies are available from:

Dynamic Systems

800-782-2946

Formost Computer Supplies

800-777-4242

* Magnetic toner is widely available from other suppliers as well.

** You need special MICR check stock formatted to be compatible with the TOPS AP MICR Check Printing system, which is only available at one of the above suppliers.

MICR Check Printing with Digital Signatures

Loading the MICR Fonts

Emailed Programs

TOPS will send you an email containing the MICR Fonts. The MICR Fonts **MUST** be loaded on *each* workstation where AP MICR check printing is to be done. It does **NOT** need to be loaded on workstations where no check printing will be done.

Follow the steps on the following page to install the AP MICR Check Printing interface.

Note: You may need to configure the fonts used for the AP MICR Check Printing on each workstation as described in the installation instructions.

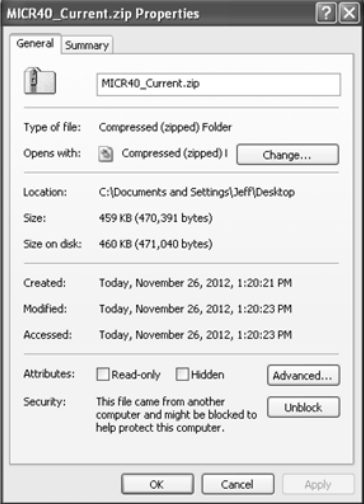
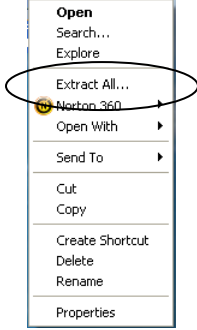

If you are using TOPS Professional™ with MICR Check Printing on multiple machines, you may need to alter the way that the TOPS Professional™ program is installed on your computer. TOPS Tech Support is available to assist you with loading the MICR Fonts if you have questions or run into problems.

Before you install

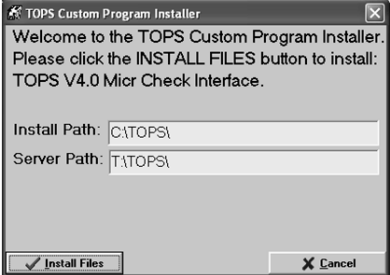

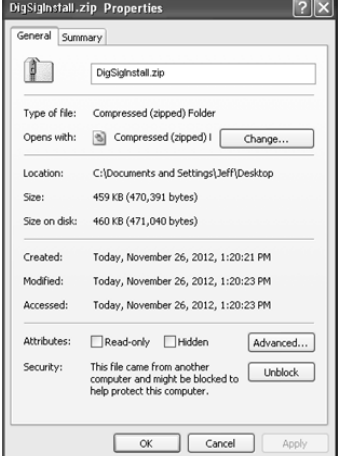
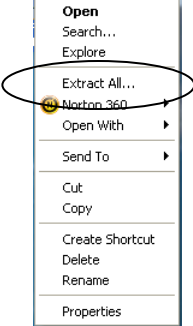
Make sure you have completely exited from TOPS Professional™ on each workstation before you install the programs on that workstation.

MICR Check Printing with Digital Signatures


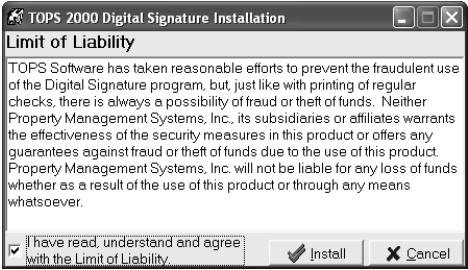
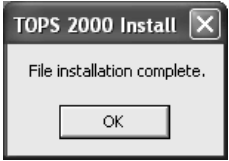
Installing the MICR Check Printing Interface

Instruction	Illustration
<u>MICR Fonts</u>	
1. Starting with the first workstation where you plan to print AP MICR Checks, copy the Zip file from the TOPS email to your computer's desktop.	
2. Locate the Zip file on your desktop and using your mouse, right click on it. Select Properties from the menu. Then select "Unblock" so that Windows security lets the contents of the Zip file be unzipped into place. Click the "Apply" button at the bottom of the screen.	
3. Next you'll want to extract the contents of the Zip file saved to your desktop. You can usually do this by right clicking on the file and choosing EXTRACT ALL, and selecting your desktop.	
4. Once you've done this, you'll want to open the folder that was created on your desktop that matches the name of the Zip file. You'll see a SETUP.EXE, you'll want to run or double click on this file to run this file.	

MICR Check Printing with Digital Signatures

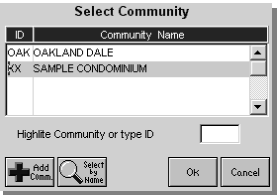


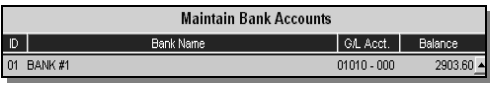

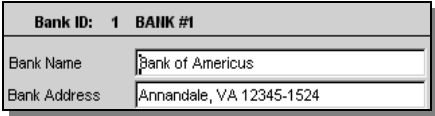
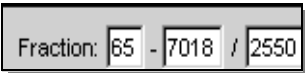
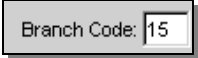
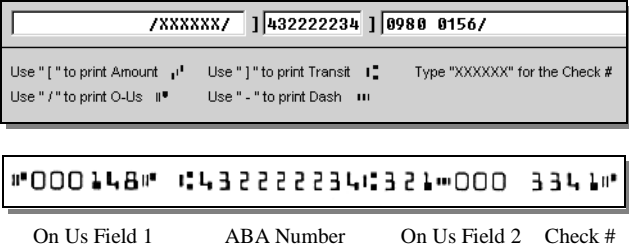
Instruction	Illustration
<p>5. The setup program will find the TOPS Professional install location on your computer and install the MICR Check Printing Programs.</p> <p>Click the “Install Files” button</p>	
<p>6. The installation of the fonts will proceed.</p> <p>When done, you will see this message:</p>	
<p><u>Digital Signatures</u></p>	
<p>If you purchased the Digital Signature add-on for MICR Checks, follow these instructions:</p>	
<p>1. Starting with the first workstation where you plan to print AP MICR Checks, copy the DigSigInstall.ZIP file from the TOPS email to your computer’s desktop.</p>	<p style="text-align: center;">DigSigInstall—Cust ID.ZIP</p>
<p>2. Locate the Zip file on your desktop and using your mouse, right click on it. Select Properties from the menu. Then select “Unblock” so that Windows security lets the contents of the Zip file be unzipped into place.</p> <p>Click the “Apply” button at the bottom of the screen.</p>	
<p>3. Next you’ll want to extract the contents of the attached zipped DigSigInstall folder to your desktop. You can usually do this by right clicking on the file and choosing EXTRACT ALL, and selecting your desktop.</p>	

MICR Check Printing with Digital Signatures

Instruction	Illustration
<p>4. Once you've done this, you'll want to open the folder DigSigInstall. You'll see a SETUP.EXE, you'll want to run or double click on this file to run this file. The setup program will find the TOPS Professional install location on your computer and install the MICR Check Printing Programs.</p>	
<p>5. Next, you'll want to agree to the Limit of Liability agreement by check marking the box and clicking on "Install Files". Until you click that you agree to the Limit of Liability agreement, the Install button will not be active.</p> <p>Once you click "Install" the setup program will find the TOPS Professional™ install location on your computer and install the Digital Signature Programs.</p> <p><i>The system will automatically detect the TOPS Install Path from TOPS Professional™</i></p>	
<p>6. When the installation is complete, you will see a confirming message. You are done installing the programs and the digital signatures. They are ready to use when printing AP Checks.</p>	

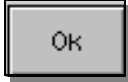
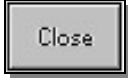

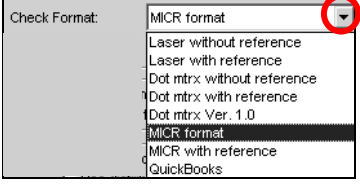

MICR Check Printing with Digital Signatures

Setting up MICR Check Printing

Instruction	Illustration
<p>1. Open the community to which you wish to apply AP MICR Check Printing.</p> <p><i>MICR settings must be defined for each community for which you wish to print checks.</i></p>	
<p>2. Click the AP button from the main TOPS Professional™ Menu window.</p>	
<p>3. Click the Bank Accounts tab.</p>	
<p>4. Double click the bank account from which you will be printing the checks.</p>	
<p>5. Click the Setup MICR button from the bank setup window.</p>	
<p>6. Enter the name and address of the bank as you wish it to appear on the check.</p> <p><i>Typically, the address is simply the City, State and Zip Code of the bank.</i></p>	
<p>7. Enter the fraction as it appears on one of your company checks that you received from the bank.</p>	
<p>8. If applicable, enter the branch code that appears after the fraction on your sample check.</p>	
<p>9. Note the line on the bottom of the sample check. Enter the ABA number into the center field, and then complete the On Us fields exactly as they appear on the check. Use the code provided in the setup window to print special symbols as they appear on the check.</p>	




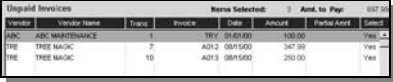
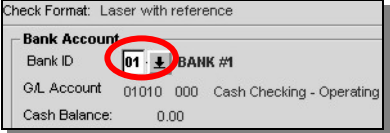
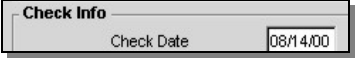


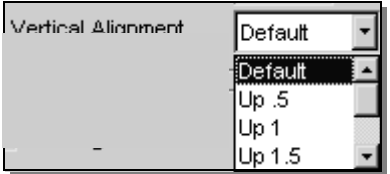

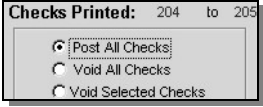
MICR Check Printing with Digital Signatures

Setting up MICR Check Printing

Instruction	Illustration
10. Click OK to close the setup screen 11. Click OK to close the bank screen	
12. Click Close to close the Bank Accounts window.	
13. Click the Control Info tab.	
14. Click the down arrow next to the check format field. Select either of the two MICR formats. <ul style="list-style-type: none">▪ MICR Format – blank check stock does not include reference column.▪ MICR with reference – blank check stock includes reference column.	
15. Click OK .	

MICR Check Printing with Digital Signatures

Printing Checks

Instruction	Illustration																																
1. Click the AP button on the main TOPS Professional™ Menu window.																																	
2. Click Checks .																																	
3. Click Print Checks .																																	
4. Double click the bills you wish to pay. Alternately, you may click the Select All button to automatically activate all due invoices.	 <table border="1"> <thead> <tr> <th>Vendor</th> <th>Vendor Name</th> <th>Trans</th> <th>Invoice</th> <th>Due</th> <th>Amount</th> <th>Partial Amt</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>TRC</td> <td>ABC MAINTENANCE</td> <td>1</td> <td>TRC 08/01/00</td> <td>100.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TRC</td> <td>TREE MAGIC</td> <td>7</td> <td>A013 08/15/00</td> <td>147.99</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TRC</td> <td>TREE MAGIC</td> <td>10</td> <td>A013 08/15/00</td> <td>250.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Vendor	Vendor Name	Trans	Invoice	Due	Amount	Partial Amt	Check	TRC	ABC MAINTENANCE	1	TRC 08/01/00	100.00				TRC	TREE MAGIC	7	A013 08/15/00	147.99				TRC	TREE MAGIC	10	A013 08/15/00	250.00			
Vendor	Vendor Name	Trans	Invoice	Due	Amount	Partial Amt	Check																										
TRC	ABC MAINTENANCE	1	TRC 08/01/00	100.00																													
TRC	TREE MAGIC	7	A013 08/15/00	147.99																													
TRC	TREE MAGIC	10	A013 08/15/00	250.00																													
5. If necessary, click the down arrow to change the bank account from which you wish to pay bills. Double click to select the correct bank account. Press <TAB>.	 <p>Bank Account selection dialog box showing Bank ID 01 selected with a red circle around the down arrow.</p>																																
6. If necessary, change the date you wish to appear on the checks. Press <TAB>.	 <p>Check Info dialog box showing Check Date 08/14/00.</p>																																
7. If necessary, enter the number of the last check used. Press <TAB>.	 <p>Last Check # Used input field with value 0.</p>																																
8. If necessary, enter the number of this check. Press <TAB>.	 <p>Starting Check # input field with value 1.</p>																																
9. Print an alignment check if you wish. <i>Change the alignment as needed for differences between printers. Up starts the check printing higher, down shifts the printing lower. Normally, the "default" works fine for most printers.</i>	 <p>Vertical Alignment dialog box showing a list of options: Default, Up .5, Up 1, Up 1.5.</p>																																
10. Click Print Checks when you are ready to print checks.																																	
11. Confirm that your checks have printed correctly, then click Post All Checks , and click OK . This updates the A/P histories and the general ledger. <i>If the checks printed out of alignment, you can void them and start over.</i>	 <p>Checks Printed: 204 to 205 dialog box with radio buttons for Post All Checks, Void All Checks, and Void Selected Checks.</p>																																

MICR Check Printing with Digital Signatures

Digital Signatures

If you have purchased the optional Digital Signature add-on to MICR Check Printing, you should have received a Digital Signature Card from TOPS Software. You must first have each signor write their signature onto a label, attach the signature label to the Digital Signature card, and send the completed signature card to TOPS Software. Once TOPS receives the completed signature card, we will scan in and digitally encrypt each signature. The digitized signatures will then be returned to you via email, or US mail.

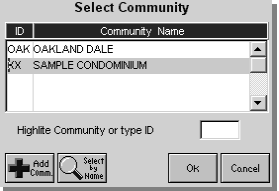

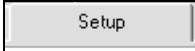


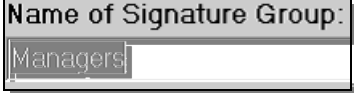


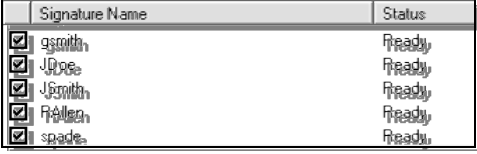

Security Measures

- TOPS Software digitally encrypts each signature to insure that digital signatures cannot be used in other programs outside of TOPS Professional™, and to prevent signatures from being altered in any other program.
- **Signature groups** may be set up in TOPS Professional™ to allow your organization's controller or CFO to dictate which individuals have access to which signatures. Employees may still print checks for a community, but if the digital signature is not included in their signature group, a blank signature line will print on the checks instead of the authorizing signature.
- Each signature group has a password and pin number, and only one group may be active per community at any one time. This ensures that unauthorized users cannot access the digital signatures without the correct password and pin number, and access to the correct signature group. This allows the controller to change access to signature groups at any time, if necessary.
- The control information for setting up MICR Check Printing with Digital Signatures is kept in the bank account setup screen; separate from the check printing in the A/P module. **TOPS Software highly recommends that you define user names and passwords in TOPS Professional™**, and restrict access to the Bank Accounts tab to all users except the Controller or CFO.

MICR Check Printing with Digital Signatures

Setting up Signature Groups

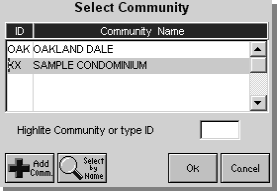

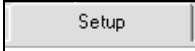



For more information on Digital Signature Groups, please read the section titled “Security Measures” on page 11.

Instruction	Illustration												
1. Open any community. There are no community restrictions when creating signature groups.													
2. Click the AP button from the main TOPS Professional™ Menu.													
3. Click the Setup tab.													
4. Click the Digital Signature button.													
5. Click the Add Signature Group button.													
6. Enter the <u>name of the signature group</u> .													
7. Enter the <u>Group Password</u> and <u>Activation Pin</u> number, and verify them.													
8. Click Next .													
9. Check the signatures you wish to include in this signature group. <i>If you are creating a group for a manager of controller, you can click the Select All button to add all available signatures to the signature group.</i>	 <table border="1" data-bbox="932 1423 1406 1575"> <thead> <tr> <th>Signature Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> gsmith</td> <td>Ready</td> </tr> <tr> <td><input checked="" type="checkbox"/> jlopez</td> <td>Ready</td> </tr> <tr> <td><input checked="" type="checkbox"/> jsmith</td> <td>Ready</td> </tr> <tr> <td><input checked="" type="checkbox"/> rallen</td> <td>Ready</td> </tr> <tr> <td><input checked="" type="checkbox"/> spade</td> <td>Ready</td> </tr> </tbody> </table>	Signature Name	Status	<input checked="" type="checkbox"/> gsmith	Ready	<input checked="" type="checkbox"/> jlopez	Ready	<input checked="" type="checkbox"/> jsmith	Ready	<input checked="" type="checkbox"/> rallen	Ready	<input checked="" type="checkbox"/> spade	Ready
Signature Name	Status												
<input checked="" type="checkbox"/> gsmith	Ready												
<input checked="" type="checkbox"/> jlopez	Ready												
<input checked="" type="checkbox"/> jsmith	Ready												
<input checked="" type="checkbox"/> rallen	Ready												
<input checked="" type="checkbox"/> spade	Ready												
10. Click Finish .													

MICR Check Printing with Digital Signatures

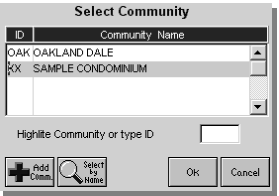


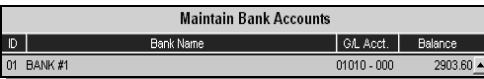






Activating a Signature Group

Before you can add signatures to a bank account in a community, you must first activate a signature group that includes the correct signatures for this community.

Instruction	Illustration
1. Open any community. There are no community restrictions when activating signature groups.	
2. Click the AP button from the main TOPS Professional™ Menu.	
3. Click the Setup tab.	
4. Click the Digital Signature button.	
5. Click the Activate Signature Group button.	
5. Enter the <u>P</u> assword and <u>P</u> in number for the signature group you wish to activate.	





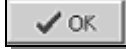

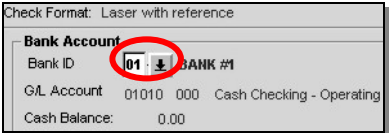
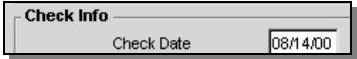



MICR Check Printing with Digital Signatures

Assigning Digital Signatures to Bank Accounts

Instruction	Illustration
<p>1. Open the community to which you wish to apply Digital Signatures.</p> <p><i>Signatures must be individually assigned to each bank account for each community in which you wish to print signatures on checks.</i></p>	
<p>2. Click the AP button from the main TOPS Professional™ Menu.</p>	
<p>3. Click the Bank Accounts tab.</p>	
<p>4. Double click the bank account to which you will be assigning digital signatures.</p>	
<p>5. Click the Setup MICR button from the bank setup window.</p>	
<p>6. Click the down arrow in the signature area to select a signature.</p>	
<p>7. Click on the name you wish to include in this signature slot, and click OK.</p> <p><i>Once you select the signature file, a preview of that signature will be displayed in the signature slot for this bank account.</i></p> 	
<p>10. Click OK to close the setup screen</p> <p>11. Click OK to close the bank screen</p>	
<p>12. Click Close to close the Bank Accounts window.</p>	

MICR Check Printing with Digital Signatures

Printing Checks with Digital Signatures

Instruction	Illustration																																
1. Click the AP button on the main TOPS Professional™ Menu.																																	
2. Click Checks .																																	
3. Click Print Checks .																																	
4. Enter the password and pin number for the active group. <i>The active group will automatically be displayed. See “Activating a Signature Group” on page 13 to learn how to change the active signature group.</i>																																	
5. Click OK .																																	
6. Double click the bills you wish to pay. Alternately, you may click the Select All button to automatically activate all due invoices.	 <table border="1"> <thead> <tr> <th>Vendor</th> <th>Vendor Name</th> <th>Trans</th> <th>Invoice</th> <th>Date</th> <th>Amount</th> <th>Partial Amt</th> <th>Cancel</th> </tr> </thead> <tbody> <tr> <td>ABC</td> <td>ABC MAINTENANCE</td> <td>1</td> <td></td> <td>08/15/00</td> <td>100.00</td> <td></td> <td>Yes</td> </tr> <tr> <td>TRE</td> <td>TREE MAGIC</td> <td>2</td> <td></td> <td>08/15/00</td> <td>200.00</td> <td></td> <td>Yes</td> </tr> <tr> <td>TRE</td> <td>TREE MAGIC</td> <td>10</td> <td></td> <td>08/15/00</td> <td>200.00</td> <td></td> <td>Yes</td> </tr> </tbody> </table>	Vendor	Vendor Name	Trans	Invoice	Date	Amount	Partial Amt	Cancel	ABC	ABC MAINTENANCE	1		08/15/00	100.00		Yes	TRE	TREE MAGIC	2		08/15/00	200.00		Yes	TRE	TREE MAGIC	10		08/15/00	200.00		Yes
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7. If necessary, click the down arrow to change the bank account from which you wish to pay bills. Double click to select the correct bank account. Press <TAB>.																																	
8. If necessary, change the date you wish to appear on the checks. Press <TAB>.																																	
9. If necessary, enter the number of the last check used. Press <TAB>.																																	
10. If necessary, enter the number of this check. Press <TAB>.																																	
11. Click Print Checks when you are ready to print checks.																																	
12. Confirm that your checks have printed correctly, then click Post All Checks , and click OK . This updates the A/P histories and the general ledger. <i>If the checks printed out of alignment, you can void them and start over.</i>	